


## Class A Bingo Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class A gaming event licence using the Gaming Online Service (GOS). Some common errors will be pointed out; however, you are responsible for reading and understanding the Licensed Charitable Gaming Rules for your event before applying.

Applying for a licence and reading through this document should take 15-30 minutes.

Throughout the application process, you'll see clickable 'Help' or 'Question Mark' icons: . Clicking these symbols will open another window with more information.

The 'Help' icons located at the top right-hand corner of each screen will show you general government help information. The 'Help' icons located within the Online Service pages will give you additional information and/or tips related to the subject matter at hand.

The Licensed Charitable Gaming Rules can be found on the Gaming Policy and Enforcement Branch website at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms>.

If you have any questions or need further assistance, please contact the Licensing Division at [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca) or 250.387.5311 ext. 1.

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## 1. Before you start your online application

Before starting a licence application, familiarize yourself with important, related information, including: organization eligibility; prize restrictions; eligible uses of net gaming proceeds; application processing times and more.

The above information is available on the Gambling Event Fundraising page on the Gaming Policy and Enforcement Branch (GPEB) website (<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>).

### Additional notes about completing your online application:

- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 minutes to complete your application.
- We recommend applicants use a Windows-based computer with the Google Chrome web browser. Applicants may experience submission problems when using other web browsers such as Internet Explorer or Firefox
- Do not click your web browser back button or refresh button while completing your application.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

### Uploading Documents:

- Make sure that any supporting documents you attach are in one of the following formats:
  - DOC, DOCX, XLS, XLSX, PDF, JPG
  - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
  - Scanning the document using a scanner.
  - Taking a digital photo of the document and saving it as a JPG file.
  - Using a PDF scanner app available on most smart phones.

## 2. Visit the GPEB website and click the “Online Service” link

You can start a licence application by visiting the GPEB website at [www.gov.bc.ca/gambling](http://www.gov.bc.ca/gambling). Look for and click the “Online Service” link as shown below.

The screenshot shows the British Columbia Gambling & Fundraising website. The header includes the British Columbia logo, a search bar, and navigation links: Careers & MyHR, Services A-Z, Organizations A-Z, Forms A-Z, News, and Contact Us. A secondary navigation bar lists: Sports, Recreation, Arts & Culture, Event Hosting, and Gambling & Fundraising. Below this, a row of links includes: Gambling in B.C., Gaming Grants, Gambling Event Licence Fundraising, Horse Racing, Responsible Gambling, Registration & Certification, Enforcement & Investigations, and News & Updates.

The main content area is titled "Gambling & Fundraising" and includes a brief overview: "All gambling in B.C. is regulated, including the operations of the British Columbia Lottery Corporation. British Columbians may participate in gambling activities such as lotteries, horse racing, slot machines and casino games, and licensed fundraising events like 50/50 draws. Non-profit organizations may be eligible for funding through community gaming grants."

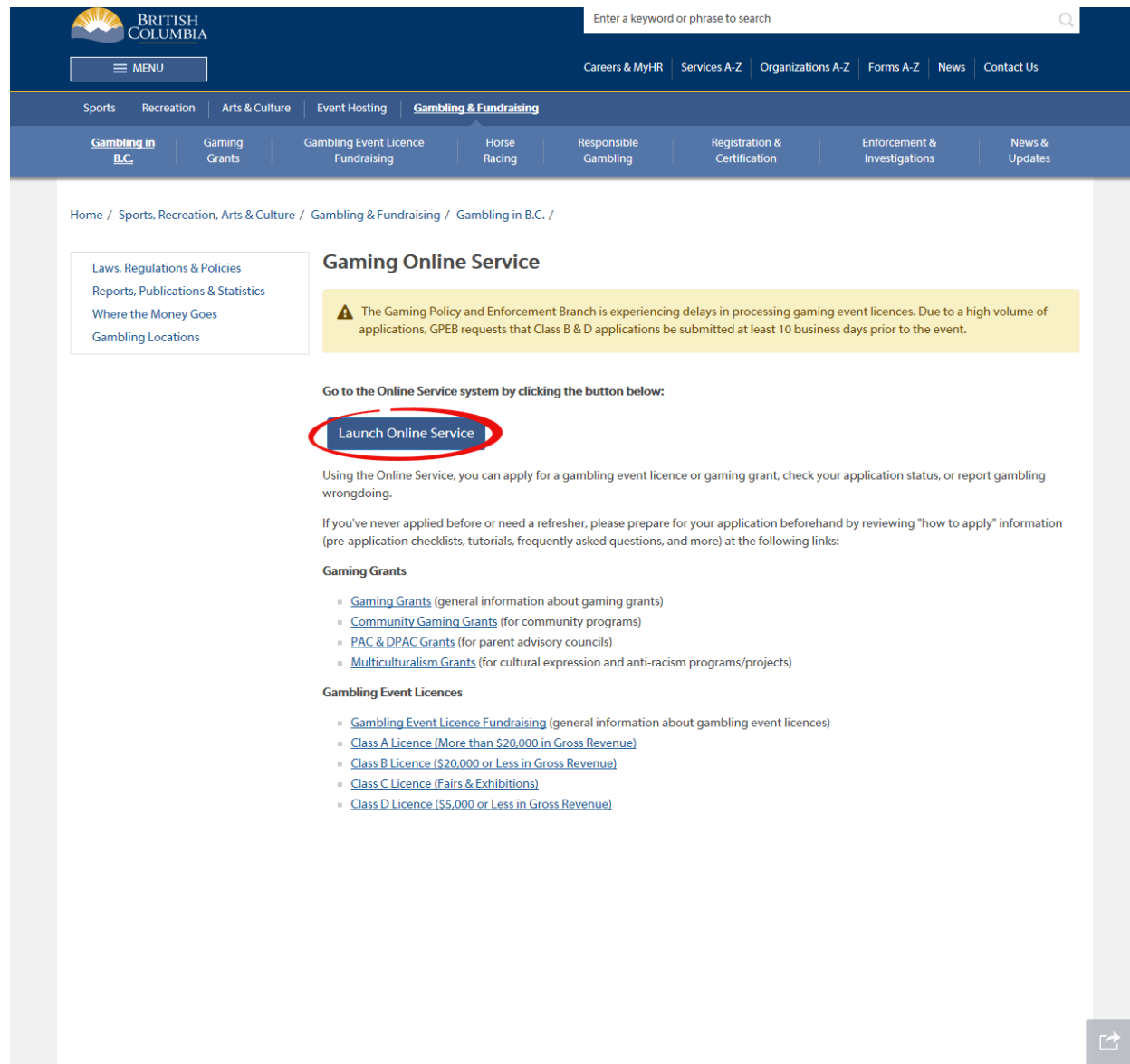
Below the overview is a grid of eight links, each with a brief description and an "Explore Within" button:

- Gambling in B.C.**: Buying lottery tickets, playing casino games, online gambling, and betting on horse races are just a few of the types of gambling that adults can choose from in B.C. Learn about types of gambling and other topics like responsible gambling, player safety, how revenues support the citizens of B.C., and more.
- Gaming Grants**: Government gaming grants allow eligible organizations to apply for gambling revenues to support a broad range of programs and services. Find out about types of grants, eligibility requirements and how to apply.
- Gambling Event Licence Fundraising**: Gambling event licences allow eligible organizations to fundraise by holding a single gambling event or a series of events. Gambling events include raffles, bingo, poker, social occasion casinos, and wheels of fortune. Find out about eligibility requirements and how to apply.
- Horse Racing**: Horse racing occurs at a number of locations around the province. Government directs, controls, and regulates the British Columbia horse racing industry and licenses its participants.
- Responsible Gambling**: Most British Columbians who gamble do so for entertainment and participate responsibly, however, research shows that a small percentage of players may develop problems related to excessive gambling.
- Registration & Certification**: Gambling industry workers, service providers, and suppliers must be registered or certified by the Province of B.C. This helps to ensure the integrity and safety of gambling in the province.
- Enforcement & Investigations**: Gambling enforcement activities are essential to maintaining the integrity of gambling in B.C. This includes identification, investigation, and enforcement activities related to wrongdoing in gambling.
- News & Updates**: Notices and news about gambling topics for community organizations, gambling industry people and companies, and more.

On the right side of the page, there are three sections:

- News**: Includes "News & Updates" with links to "New information package informs local governments about health risks of gambling" (dated Wednesday, February 14, 2018) and "60 not-for-profit organizations receive a total of \$5 million in Capital Project Grants" (dated Wednesday, December 20, 2017). A "More News" link is also present.
- Online Service**: Contains the text "Apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing." The "Online Service" link is circled in red.
- Contact Information**: Contains the text "Contact the Gaming Policy and Enforcement Branch if you have questions about gambling in B.C." and a "Contact Us" link.

### 3. Click “Launch Online Service” on the Gaming Online Service web page



BRITISH COLUMBIA

Enter a keyword or phrase to search

MENU


Careers & MyHR | Services A-Z | Organizations A-Z | Forms A-Z | News | Contact Us

Sports | Recreation | Arts & Culture | Event Hosting | **Gambling & Fundraising**

**Gambling in B.C.** | Gaming Grants | Gambling Event Licence Fundraising | Horse Racing | Responsible Gambling | Registration & Certification | Enforcement & Investigations | News & Updates

Home / Sports, Recreation, Arts & Culture / Gambling & Fundraising / Gambling in B.C. /

**Gaming Online Service**

 The Gaming Policy and Enforcement Branch is experiencing delays in processing gaming event licences. Due to a high volume of applications, GPEB requests that Class B & D applications be submitted at least 10 business days prior to the event.

Go to the Online Service system by clicking the button below:

**Launch Online Service**

Using the Online Service, you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:

**Gaming Grants**

- [Gaming Grants](#) (general information about gaming grants)
- [Community Gaming Grants](#) (for community programs)
- [PAC & DPAC Grants](#) (for parent advisory councils)
- [Multiculturalism Grants](#) (for cultural expression and anti-racism programs/projects)

**Gambling Event Licences**

- [Gambling Event Licence Fundraising](#) (general information about gambling event licences)
- [Class A Licence \(More than \\$20,000 in Gross Revenue\)](#)
- [Class B Licence \(\\$20,000 or Less in Gross Revenue\)](#)
- [Class C Licence \(Fairs & Exhibitions\)](#)
- [Class D Licence \(\\$5,000 or Less in Gross Revenue\)](#)

## 4. Click “Gaming Licences” on the Online Service web page

**B.C. Home**

Gaming Policy and Enforcement Branch  
Online Service

**Apply Online**

- [Community Gaming Grants](#)
- [DPAC, PAC or Capital Project Grants](#)
- [Gaming Licences](#)
- [Special Approvals](#)

[View Application Status Reports](#)

[View Registry Reports](#)

[File a Criminal or Regulatory Complaint](#)

**Resources**

- [Pre-Application Information for Gaming Grants](#)
- [Pre-Application Information for Gambling Event Licences](#)
- [Business BCeID Information and Registration](#)
- [Contact Us](#)

Online Service » Online Service

Printer Version

**Gaming Policy and Enforcement Branch**

**Gaming Online Service (GOS)**

**Online Service**

**Welcome!**

Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to [Additional Services for Organizations with a BCeID](#).

**Apply Online**

Select one of the links under **Apply Online** on the left to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the [Pre-Application Information for Gaming Grants](#) or the [Pre-Application Information for Gambling Event Licences](#) before you start your online application.

**View Application Status Reports**

After you submit an application, you can track where it is in the approval process - select [View Application Status Reports](#).

**View Registry Reports**

When you select [View Registry Reports](#), a window will open for you to select one of three current gaming registry reports:

1. Personnel Registry - lists registered gaming workers in B.C.
2. Equipment Registry - lists certified gaming equipment and lottery schemes.
3. Corporate Registry - lists registered companies and senior officials in B.C.

**File a Complaint**

Select [File a Criminal or Regulatory Complaint](#) to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see [Contact Us](#).

**Additional Services for Organizations with a BCeID**

**PLEASE NOTE:**

The Gaming Online Service no longer supports the use of Business BCeID. Grants and Licensing applicants should not use their BCeID in their online application. You can submit your application without a BCeID [here](#). For reporting questions related to your Gaming Account please contact either [Community Gaming Grants](#) or [Gaming Policy and Enforcement Licensing](#).

[Help](#)

[↑ Top](#)

## 5. Search for the organization's profile or create a new one

Gaming Policy and Enforcement Branch

Gaming Online Service (GOS)

Organization Search

Help ?

All fields with an asterisk (\*) must be completed.

Search Results

L&G File #	Name:	
1XXXXX	GPEB Test	<div>Select</div> 2
4567 Some Street, Vancouver, BC, Canada, V9R 3K9		

New Applicant

3

Search

Important Information

Have you prepared for your application?

Some applications take a while to complete. We suggest planning for 30 to 60 minutes. With this system you cannot save your application and return to it later. To get through your application as efficiently as possible, please prepare before you start by reviewing the following information (pre-application checklists, frequently asked questions and more):

- [Pre-Application Information for Gaming Grants](#) or
- [Pre-Application Information for Gambling Event Licences](#)

Please use the **Search** function to determine whether your organization exists in our system.

If more than one result appears for your search, please select the applicable record.  
If your organization does not appear in this list, please refine your search or click New Applicant.

**Use the % sign (wildcard) before and after specific words to assist in your search (eg: %test%).**

**Name:** ?

Avoid using punctuation marks (i.e. periods, apostrophes) and words that are often abbreviated (i.e. St for Saint, BC for British Columbia) as these may restrict your search.

OR **L&G File #**

GPEB Test

x

1

Search

Clear

1	Organization Search	<p>If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&amp;G number in the "L&amp;G File #" bar if one has been issued and click the "Search" box.</p> <p><b>**Not all organizations need or will be issued an L&amp;G number.**</b></p> <p>If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click the "Search" box.</p>
2	Select Profile	<p>If the organization's profile appears, click the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%). E.g. %Rotary Club%</p>
3	New Applicant	<p>If it is the organization's first time applying and nothing appears, click the yellow "New Applicant" button.</p> <p>If a profile appears, the name is in use. You will need to use a name unique to the organization.</p>

## 6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".

**Organization** [Help ?](#)

GBC ID: 131897 GPEB Test

All fields with an asterisk (\*) must be completed.

**Organization**

\* **Name:**  
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).

1 GPEB Test

**Addresses** 2

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

Address Type	Effective Date	Address
Physical	23-May-2015	4567 Some Street, Vancouver, BC, Canada, V9R 3K9
Mailing	12-Aug-2014	1234 Some Street, Victoria, BC, Canada, V8T 2L9

**Organization Details** 3

If your organization is a registered society in BC please enter the BC Society Number.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

**BC Society Number:**  
S-0028975

**CRA Registered Charity Number:**  
RR00

**On what date did your organization start operating (approximate)?**  
01-Jun-1966

**Fiscal Year End:**  
**Month** **Day**  
March 31

**Programs/Services or Purpose**

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

\* **Program/Service or Purpose: Other Description:**

4 Add Delete Cancel

Program/Service or Purpose	Other Description
Other	Test

5 Edit

**Organization Information Changes** 6

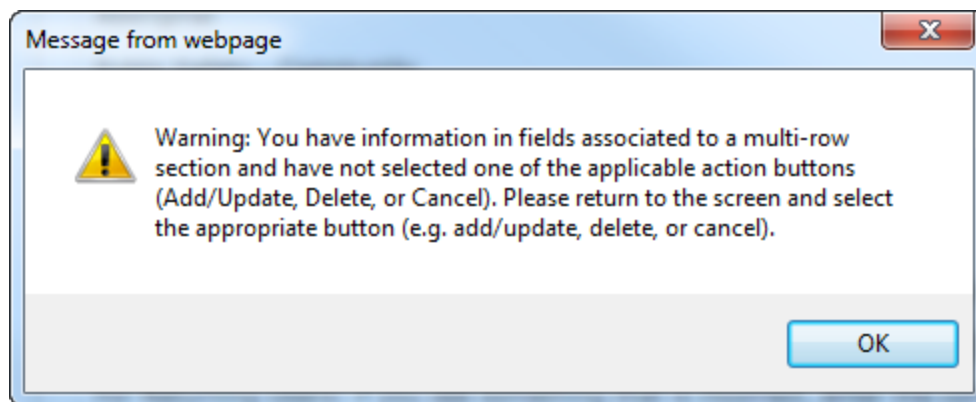
For Returning Users: if you see something that is incorrect, enter the correct information in the text box below. This information will be reviewed and updated when your application is received in GPEB.

**Comments:**

Please change our mailing address to 8910 New St, Vancouver BC V9T 3L3

Back Next

1	Organization Name	Enter the name of the organization. The name used must be the organization's legal name as it appears on the organization's Constitution or be unique to the organization if not incorporated.
2	Organization Address	Select "Physical" or "Mailing" from the address type menu and enter the organization's address information. You must add at least one address. Manually enter the date the organization started using this address or click the calendar icon to select a date. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
3	Organization Details	<p>Within this section you can enter the following:</p> <ul style="list-style-type: none"> <li>• B.C. Society Number</li> <li>• CRA Registered Charity Number</li> <li>• The date when your organization began operations; AND</li> <li>• The organization's fiscal year end month and date</li> </ul> <p>If you do not have the above information, you can leave the field blank.</p>
4	Programs and Services	Select a program or service that best describes the organization from the drop down menu. If there isn't one, select "Other" and include a description in "Other Description". Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Editing an Entry	Any entry with an "Add", "Delete", or "Cancel" option may be edited after clicking "Add". Click "Edit" and enter the new information. Click "Update" to load the changes. You will not be able to proceed unless you have clicked "Update".
6	Organization Information Changes	This box only appears for returning applicants. If you notice any errors with the organization information, or if the information has changed, you can request changes here.



Error Window	<p>If this box ever appears during your application it means there is information in one of the areas with the "Add", "Cancel", or "Delete" options that has not been uploaded.</p> <p>All text boxes of these sections must be blank to leave the page. Clicking "Add" clears these boxes and uploads the information as an entry. "Delete" or "Cancel" clears the boxes.</p>
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## 7. Select Licence

## Application Selection

Help 

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

Application Type 

\* Please select an Application Type

- ☐ Grant      Government gaming grants are available through the Community Gaming Grant Program which includes the Community Gaming Grant, Capital Project Grant, PAC and DPAC. Other, non-gaming grants may also be available.
- ☒ Licence      Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker, Limited Casinos, and Special Approvals (Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).

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## 8. Select Class A Licence

## Licence Type Selection

Help ?

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

## Licence Types

Application processing times differ for each licence type. Estimated application processing times are available in the [Guidelines](#) for each licence type.

**\* Please Select a Licence Type**

- ☒ Class A A Class A licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate more than \$20,000 in total projected sales.  
Each application for a Class A licence must be accompanied by a non-refundable \$50 processing fee.
- ☐ Class B A Class B licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate \$20,000 or less in total projected sales.  
Each application for a Class B licence must be accompanied by a \$25 non-refundable processing fee.
- ☐ Class C A Class C licence may be issued to an eligible agricultural fair or exhibition, which must be conducted in conjunction with an approved fair or exhibition.  
Each application for a Class C licence must be accompanied by a non-refundable processing fee based on the following fee structure:
- For a ticket raffle: \$150
  - For an independent bingo: \$150
  - For wheels of fortune and limited casino: \$25 for each operator supplying equipment or gaming tables, plus \$150 for the first wheel or table and \$50 each additional wheel or table
- ☐ Class D A Class D licence may be issued for a gaming event or series of gaming events that will generate \$5,000 or less in total projected sales.  
Each application for a Class D licence must be accompanied by a \$10 non-refundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application.
- ☐ Special Approvals Approval request forms (includes Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).

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## 9. Provide the organization's supporting documents

## Licence Details for Class A or C

Help ?

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

Constitution and Bylaws **1**

\* Have there been any changes to your Constitution or Bylaws since 23-May-2018?

- ☐ Yes  
☐ No

Provide your Constitution and Bylaws documents.

- ☐ Attach

Annual General Meeting Details **2**

\* Date of last Annual General Meeting: (DD-Mon-YYYY)

\* Number of voting members that attended last Annual General Meeting:

\* Submit a copy of the minutes from the last Annual General Meeting.

- ☐ Attach

## Organization Revenue and Expenses

Submit the revenue and expense statement and balance sheet for your organization's previous fiscal year. ?

- ☐ Attach **3**

## Major Capital Project

\* Will the proceeds be used for a Major Capital Project that has a total value greater than \$20,000.00?

- ☐ Yes  
☐ No **4**

Gaming Account **5**

\* You must have a dedicated bank account, called the 'Gaming Account' in order to operate a Class A or Class C licenced event or to receive grant monies. The money for an approved grant application will be transferred electronically to this account.

- ☐ The Gaming Account is on file with the Branch and there are no changes.  
☐ I will attach a copy of a void cheque (if you choose this option please proceed to attach a PDF version below).

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1	Changes to Constitution and Bylaws	<p>Indicate if there have been any changes to the organization's Constitution and Bylaws since the date indicated. The date will vary by organization and application.</p> <p>Organizations applying for the first time must attach a copy of their Constitution and Bylaws.</p> <p>If the organization's Constitution and Bylaws have been submitted on a previous application, attach any changes to these documents only. If there have been no changes, select "No".</p>
2	Annual General Meeting Details	<p>Manually enter the date of the organization's last AGM or click the calendar icon to select a date. Include the total number of voting members that attended.</p> <p>Attach a copy of the AGM's minutes. If the document does not include a current Board of Directors list, attach one as a second document.</p>
3	Organization Revenue and Expenses	<p>Attach a revenue and expense statement and balance sheet for the organization's most recent full fiscal period. These should demonstrate all sources of revenue and the costs of running programs. One or more documents may be uploaded.</p>
4	Major Capital Project	<p>Construction, maintenance and renovation projects valued at \$20,000 or more are Major Capital projects and require special approval. If "Yes" is selected, you will need to complete a Special Approval request to use funds for a Major Capital Project. This can be found on the Gaming Online Service under "Special Approvals".</p>
5	Gaming Account	<p>First time applicants must attach a scanned void cheque from the organization's gaming account.</p> <p>Returning applicants are only required to attach a void cheque if there have been any changes to the account information.</p>

## 10. Select Bingo

### Event Selection

[Help ?](#)

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

#### Event Types

Application processing times differ for each licence type. Estimated application processing times are available in the [Guidelines](#) for each licence type.

**\* Please select an Event Type**

- |  |   |
|--|---|
| <input type="radio"/> Ticket Raffle          | Tickets are sold on a chance to win a prize, usually through a draw.  |
| <input checked="" type="radio"/> Bingo       | Held in a community facility rather than a commercial bingo hall.   |
| <input type="radio"/> Social Occasion Casino | Held in conjunction with a social event. For example, a dinner or dance sponsored by a community organization and the event is not open to the general public |
| <input type="radio"/> Wheel of Fortune       | Held in conjunction with a community event, such as a rodeo, community fair or sports event.  |

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## 11. Enter the details of the event

## Bingo Events

Help ?

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

## Bingo

Minors are not permitted to play bingo at any bingo event. ?

Bingo paper must be bought through the BC Lottery Corporation.

## Please Enter Bingo Details

\*Total projected sales for all events

\$10000 1

\*Total value of all prizes for all events

\$6000 2

\*Licence Start Date:  
(DD-Mon-YYYY)

06-Jun-2018 3

\*Licence End Date:  
(DD-Mon-YYYY)

05-Jun-2019

## Event Location Details 4

\* Enter Location Name and/or Address information

## Location:

Bingo Location

Unit:

Street:

123 Location Rd

City:

Baker Creek

Province/State:

British Columbia

Country:

Canada

Postal / Zip Code:

V4V 4V4

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1	Total Projected Sales	Enter the total projected sales across all of bingo events. The total projected sales are the maximum gross sales. You may sell less than this amount but you may not sell more.
2	Total Value of Prizes for all Events	Enter the total prizes that will be awarded across all events. The total value of all prizes is the maximum prizes that may be awarded.
3	Licence Start and End Dates	Manually enter the first and last date a bingo will be held or click the calendar icon to select a date. A licence may be issued for up to 12 months.
4	Bingo Location	Enter the location name, address, city and postal code of the bingo.  Only one location may be used per licence.

## Bingo

Help ?

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

**Bingo Events**

\*When entering a row you must enter the Event Date or Frequency, Start Time, and End Time. To enter the record click Add. Note, the start time and end time defines the start and end times for the event (e.g. 5 pm - 7 pm). ?

Event Date or Frequency: (e.g. Every Monday or every second Friday or DD-Mon-YYYY)	Start Time (HH:MM)	End Time (HH:MM)	
<input type="text"/>	<input type="text"/> : <input type="text"/> AM <input type="text"/>	<input type="text"/> : <input type="text"/> AM <input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>
Every Wednesday (Except Holidays) <b>2</b>	03:00 PM	05:30 PM	<input type="button" value="Edit"/>

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1	Bingo Dates and Times	<p>Enter the date or schedule of dates for the bingo. For example, enter 30-May-20XX for a single bingo happening on May 30, 20XX, or "Every Wednesday" when bingos will occur at the same time every Wednesday during the licence period.</p> <p>Include the start and end times, with the hour and minutes.</p> <p>Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".</p>
2	Exceptions	<p>You may specify if bingos will not be held on certain dates, such as holidays or summer months.</p>

## 12. Describe the Use of Net Proceeds

### Net Use Of Proceeds

[Help ?](#)

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

#### Use of Proceeds Details

**\* Please describe in detail how you intend to use the proceeds generated from this Gaming Licence:**

Program expenses including wages, utilities and supplies.

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### 13. Submit information of individuals responsible for event

All fields with an asterisk (\*) must be completed.

**Officers Responsible**

Each application requires a Contact Person, a Submitter and 2 or 3 Officers Responsible (e.g. 2 for A, B & C Licences and 3 for D Licences). Individuals can have multiple roles; simply select the checkboxes that apply when you are completing their information. If your projected sales exceed \$250,000 your Officers Responsible must be registered.

**1** \*Type

☐ **Officer Responsible** (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)

☐ **Submitter** (member of the organization authorized to complete and submit this application)

☐ **Contact Person** (member of the organization that the Branch can contact regarding this application)

\*Position  \*First Name  \*Last Name

**Address**

**2**

Unit  \*Street  \*Province  \*City  \*Postal Code

\*Business Phone  -  -  Ext  \*Home Phone  -  -  Cell Phone  -  -

e-mail  (e.g. John.Doe@home.com)

Position	Name	Officer Resp.	Submitter	Contact	
Chair	Applicant One	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
President	Applicant One	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>

**3**

**Delivery Method**

Your application results will be delivered via email. Please enter two email addresses below for notification.

**4**

\*Primary Contact email  (one address only, e.g. john.doe@example.com)

\*Alternate Contact email  (one address only, e.g. john.doe@example.com)

1	Roles	Click the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click "Add" to upload their information. The next individual's information can then be entered. You will not be able to proceed unless you have clicked "Add".
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one business or home phone number.
3	Number of Members	<p>The Officer Resp. column must have two boxes checked. Submitter and Contact must each have one box checked.</p> <p>Individuals can have one or multiple roles.</p> <p>If more or less than the required number of boxes have been checked you will not be able to proceed. Click "Edit" to reopen a submission and add or remove a role from an individual.</p>
4	Delivery Method	Enter the email address the licence and any correspondence will be delivered to. Up to two email addresses may be entered.

## 14. Read and agree to the Terms and Conditions

Click the check box to confirm you have read, and agree to, the Terms and Conditions.

### Terms and Conditions

Help 

GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

#### Terms and Conditions Details

##### CONFIRMATION AND ACCEPTANCE:

My acceptance of this statement indicates that I confirm and acknowledge:

- I am a bona fide member of the organization (the "applicant") making this application, and my position, title or role within it is as indicated herein.
- I am authorized to complete and submit this application by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that all facts stated and information furnished in this application are complete and true.
- The applicant undertakes to comply with all provisions of the Criminal Code, the Gaming Control Act and the Gaming Control Regulation.
- The applicant undertakes to comply with all conditions,

**\*I agree to the terms and conditions as stated above:** ☒

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**15. Select how you will pay the processing fee**

Class A applications require a \$50 processing fee, payable by cheque or credit card.

**Payment**Help 

GBC ID: 131897

GPEB Test

**Fee Amount and Payment Method**

**The non-refundable processing fee is \$50.00.**

Please choose the method of payment from the following options. If you choose 'Cheque Payment' submit your payment to Licensing & Grants Division, Gaming Policy and Enforcement Branch, PO Box 9310, Stn. Prov. Govt., Victoria, B.C. V8W 9N1. Note, payment must be received before your application will be processed. Pursuant to Government Policy, a \$30 handling fee will be charged for any NSF cheques.

You may pay by credit card or forward a cheque if you are applying for a Class A, B, or C gaming event licence. If you are applying for a Class D gaming event licence you can only pay by credit card. To proceed with submitting your application please select the option below and click next.

**\* Payment Method**
☐ Credit Card Payment

☐ Cheque Payment

1  
2

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1	Credit Card Payment	Credit card payments must be made at the time of application and cannot be paid later or over the phone.
2	Cheque Payment	<p>Cheques must be made payable to "Minister of Finance" and mailed to the Gaming Policy and Enforcement Branch.</p> <p>Include the application number issued at the end of the application on the memo line.</p> <p>Processing an application will not begin until payment has been received.</p>